

**STATEMENT OF VOLUNTARY HOURS**



<b>Committee of Management</b>	<b>Quarter 1</b>		<b>Quarter 2</b>		<b>Quarter 3</b>		<b>Quarter 4</b>	
	(Jul – Sep)		(Oct – Dec)		(Jan – Mar)		(Apr – Jun)	

		<b>Hours</b>												
<b>Operational duties</b>		<b>Jul-19</b>	<b>Aug-19</b>	<b>Sep-19</b>	<b>Oct-19</b>	<b>Nov-19</b>	<b>Dec-19</b>	<b>Jan-20</b>	<b>Feb-20</b>	<b>Mar-20</b>	<b>Apr-20</b>	<b>May-20</b>	<b>Jun-20</b>	<b>Total</b>
<b>1</b>	Facility Bookings - facilitate bookings, hire process													
<b>2</b>	Mowing and slashing of playing surfaces and surrounding areas													
<b>3</b>	Cleaning of Premises													
<b>4</b>	Removal of waste when there is no paid contractor													
<b>5</b>	Building Maintenance (Including inspection of buildings and premises)													
<b>6</b>	Repairs and Maintenance													
<b>7</b>	Capital Works - In-kind services													
<b>8</b>	Grounds Maintenance and Site Preparation													
<b>9</b>	Irrigation Maintenance and watering													
<b>10</b>	Other duties:													
<b>11</b>	Other duties:													
<b>12</b>	Other duties:													

**Guidelines**

All the above tasks should relate to the actual time taken by the person undertaking to do the task. Do not included travel time.

Hours to be rounded off the nearest half an hour.

While the time taken for the task can be estimated please ensure that if required the number of hours can be justified or evidence provided.